

9 April 1962

MEMORANDUM FOR THE RECORD

Subject: Discussion with Chief, Security Records Division

At the request of [] Chief, Security Records Division, I visited his office on 27 March and discussed the following with him and his deputy, []

1. Interest in Records Management Meetings, Seminars and Conferences.

He is interested in being advised of future programs and I have already notified him of the AREA Conference on 7, 8 May in New York. Likewise, [] will keep him informed of IRAC and similar meetings and conferences.

2. Interest in Other Records Systems

There is a need to know what other agencies and industrial concerns are doing to make their systems more efficient.

I will arrange for trips to the Social Security Boards Mechanized record keeping set up maintained for their Old Age and Survivor's program in Baltimore and to one of the large life insurance companies in the New York area.

3. New Equipment

The National Business Show at the Coliseum in New York the week of June 4 will provide an opportunity to explore new types of filing equipment. [] will probably attend.

4. Visits to the Agency Records Center

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5. Mail Distribution Equipment

Special equipment for sorting and delivery of large volumes of case files is needed. [] knows about this and is looking for appropriate equipment.

6. Retirement of Subject Case Files

The Security Records Division has a case folder for everyone who has been an applicant for employment for the Agency. In addition, there are many other case folders established because it was necessary to conduct a Security Investigation for contact, contractual and other purposes. It is a service handled through case folders in the Division.

Some retirement of these files has taken place. The procedures, however that must be followed in the retirement of these files is very time consuming and, as a consequence, relatively very few files have been retired to the Agency Records Center. Col. Edwards is quite anxious to speed up the retirement of case files and [] agrees that this should be done. Under the present system, case files are being reviewed on the basis of the oldest file on record, viz., OSS files are being processed first. A review is now made of every case folder and depending upon the activity of the file a professional person in SRD determines whether it should be retired. When this determination is made it is then necessary for a clerical person to take the folder and see that all of the names in the folder, in addition to the applicants, are identified in the index. Each card in the index is then marked to show the job number in which the folder will be retired to the Records Center. This process is so laborious that the retirement of the case files must necessarily be slow. I am trying now to develop a new technique by utilizing the punched card file maintained by the Automatic Data Processing Division, Office of the Comptroller. If this new technique can be applied, the approach to retirement of these files will be on the basis of persons separating from the Agency or in the case of contacts and contractual persons, those no longer of current interest.

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7. Courier Service.

[] is interested in improving the Courier Service with the Office of Security, and [] who is conducting the Survey of the Agency-wide Courier Program, and will work with him on this item.

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8. Vital Records

An updating of the Vital Records Deposits Schedule for the entire Office of Security is necessary. [] has already discussed the SRD portion with [] and he will work with them in revising the schedule.

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9. Expansion of Shelf Filing Installation

In addition to equipment to expand the Shelf File Installation it was necessary to obtain from the manufacturer odd pieces of equipment for replacement of those broken or lost during the move. [redacted] have completed an Inventory of these needs and a requisition has been submitted to the Office of Logistics.

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[redacted] is well pleased with the changes in procedure which have been instituted, largely as a result of the Survey completed in SRD 16 June 1961. He is anxious to continue with improving the efficiency of his Division and is open to suggestions.

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